

March 10, 2004

MEMORANDUM

To: Sheriffs and Superintendents
From: Alice M. Coe, Customer Service Manager
RE: Basic Local Inmate Data System (LIDS) Training

The Compensation Board has set aside one day each month for Basic LIDS Training that will be held in Richmond. The Compensation Board's Operating Manual states that if the individual to be appointed as a LIDS Technician has not completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment.

In an attempt to help newly appointed LIDS Technicians meet their new requirements, the Compensation Board will give top priority to individuals requiring training. The Compensation Board will reimburse the locality through SNIP for expenses incurred for LIDS Technicians to attend the LIDS Basic Training. The attached memorandum details reimbursable expenses and provides basic information needed for LIDS Technicians to sign up to attend the Basic LIDS Training. Expenses for local staff other than the LIDS Technician to attend the LIDS Basic Training will be the locality's responsibility.

The following dates have been reserved for training, which will be held 8:30 a.m. – 5:00 p.m.:

April 15
May 20
June 17
July 15
August 19

If you or your staff members have any questions concerning the Basic LIDS Training that will be held in Richmond, please contact me at (804) 786-0786, ext. 207 or e-mail me at alice.coe@scb.virginia.gov

CC: Bruce W. Haynes, Executive Secretary
James W. Matthews, Assistant Executive Secretary
Anne Wilmoth, Information Technology Manager
Sue Kelly-Graham, Senior Fiscal Technician
Robyn M. de Socio, Budget and Finance Manager
Richard A. Lampman, Policy and Planning Manager
Charlene M. Rollins, Agency Management Lead Analyst

MONTHLY BASIC LIDS TRAINING
8:30 a.m. – 5:00 p.m.

CONTACT:

Contact Alice Coe or Sue Kelly-Graham at the Compensation Board if your staff member in the LIDS Technician Position requires LIDS Basic Training (within 45 days) in Richmond:

sue.kelly-graham@scb.virginia.gov

804-786-0786 ext. 220

OR alice.coe@scb.virginia.gov

804-786-0786 ext. 207

LOCATION:

Department of General Services - 805 E. Broad Street, Richmond, VA

The computer lab is in the basement of the 8th Street office building. However, students are required to enter the Ninth Street Office Building, 202 N. 9th Street, located at the corner of 9th & Grace Streets. **Enter the building on the 9th street side.** You will be asked to **provide a picture ID and sign in as a visitor.** Take the elevators to the 2nd floor. Turn left off of the elevator and follow the passageway to the 8th Street Office Building. At the end of the passageway, turn right and take the elevator to the basement. To your right will be glass doors. Go through the glass door that says Department of General Services.

LIDS USER-ID:

In order to access LIDS, please bring your **LIDS User-ID** and **password** to training. If you need a LIDS User-ID, please contact Anne Wilmoth, IT Manager, (804) 786-0786 Ext. 222 or

anne.wilmoth@scb.virginia.gov

DIRECTIONS:

I-95 North (From Petersburg, Virginia)

In Richmond take exit 74C to Broad Street West. Proceed west on Broad St

I-95 South (From Fredericksburg, Virginia)

In Richmond take exit 74C to Broad Street West. Proceed west on Broad St

I-64 East (From Charlottesville, Virginia)

From I-64 go south on I-95 and exit at 74C to Broad Street West. Proceed west on Broad St

I-64 West (From Williamsburg, Virginia)

From I-64 go south on I-95 and exit at 74C to Broad Street West. Proceed west on Broad St

REIMBURSEMENT:

If your staff member (**LIDS Technician Position**) requires LIDS Basic Training that will be held in Richmond, the **Compensation Board will reimburse your locality, through SNIP (LIDS)**, for the following expenses:

Hotel Accommodations (actual cost, not to exceed)

\$77 per person (plus taxes/surcharges and parking, if applicable)

Meals (actual cost, not to exceed)

\$28.50 per day, per person

Mileage (only if government vehicle is not available)

Mileage for 1 car, per 4 people attending at **.325** cents per mile

PARKING:

Commercial lots are located at the corners of 8th & Grace St.; 7th & Marshall St.; 8th & Marshall St.; the Richmond Coliseum parking deck on 8th St. between Leigh St. & E. Clay St.; and the Richmond Eye and Ear Hospital on Broad St. between 10th & 11th. Additional parking may be found at: 700 E. Franklin St – 501 E. Franklin St. & 12th & Cary St.

DOWNTOWN AREA HOTELS:

Marriott (3 Blocks west on Broad St)

500 E. Broad St.

1-800-228-9290 or (804) 643-3400

Omni (4 Blocks)

100 S. 12th St.

1-800-843-6664 or (804) 344-7000